



# Emergency Management & Homeland Security Division Informational Letter



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**TO:** Local and District Emergency Management Coordinators  
**SUBJECT:** Proposed Regional Project Identification Process for the FY06 Homeland Security Grant Program (HSGP)

## Background

The FY 2006 Homeland Security Grant Program (HSGP) application process differs from past years. Previously, we knew our funding allocation prior to submitting the grant application; this year, we are required to request funding in support of the State Homeland Security Strategy (SHSS) and the National Preparedness Goal. The state conducted a program and capability review process that led to the development of the 2006 Program and Capability Enhancement Plan. An investment justification was completed in which the state formally (1) submitted its request for funding under the State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Urban Area Security Initiative (UASI) and (2) demonstrated its planned use of funds for the Metropolitan Medical Response System (MMRS) and Citizen Corps Program (CCP). Sixty days after the state receives its award from the Department of Homeland Security (DHS) it must submit a prioritization of investments based upon the final grant award amounts and a certification that funds have been passed through to local units of government, to include the identification of sub-grantees and sub-award amounts.

In order to facilitate the allocation of funds and prioritization of investments, the Emergency Management and Homeland Security Division (EMHSD) has developed a process based on the DHS model that includes evaluation of strengths/weaknesses and identification of projects based on risk and need (See attachment). The process is consistent for both state and local participants.

## Modified Program and Capability Review

Local Planning Teams (LPTs) have been asked to conduct a modified version of a program and capability review to assist them in identifying strengths and weaknesses across their homeland security program. Through this process, planning teams will be better able to articulate needs and risks and assist the regional board in better assessing the status of homeland security within the region.

## Regional Homeland Security Planning Boards

The mission of the regional boards is to ensure that homeland security initiatives within the region address capability and program shortfalls. Each county planning team will have a representative on its regional board.

Based on the statewide program and capability review and the state's investment justification, there are some projects and activities that everyone should complete during the FY2006 HSGP funding period. The state will identify those projects that are a 'must' and those that are a 'should' for the regions.

Once the state is informed of its FY06 allocation, EMHSD will inform regional boards of the amount that they should expect from each of the HSGP programs. We anticipate this will occur in early June. During the month of June, regional boards should meet to develop a recommended list of regional homeland security projects based on the SHSS, enhancement plan, and investment justification. All those projects identified as a 'must' by the state will be included in this list. Regions will have the option of selecting from any of the other recommended projects ('should') and identifying other unique regional projects. These projects must support state investments, initiatives, objectives, and goals and address specific needs. Regions will be provided with a project justification template, guidance for completing the template, and necessary reference materials. Once

finalized, regions will forward their recommended regional projects list to the Michigan Homeland Security Preparedness Committee (HSPC) for review.

### **Homeland Security Preparedness Committee**

The HSPC members will review the proposed regional projects to verify the activities identified are eligible for HSPG funding and there are no redundancies, to ensure an efficient use of funds and economies of scale. The HSPC will then finalize the recommendations and forward them to the Homeland Protection Board for approval.

### **Homeland Protection Board**

The Homeland Protection Board will review the recommendations and are responsible for final approval. Once that approval is granted, EMHSD will prepare sub-grant agreements for regional boards and submit all necessary reports to DHS within 60 days of the grant award.

### **Next Steps**

EMHSD will forward additional guidance to the regional boards in early June. This will include:

- Regional FY06 HSGP allocation
- Guidance on developing regional project recommendations
- Required and suggested projects
- Project justification sheets, for unique regional projects
- Regional project reporting tool

Sincerely,



KRISTE ETUE, CAPTAIN  
Deputy State Director of Emergency Management  
and Homeland Security

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Attachment (1):

- FY06 HSGP Project Selection Process



# FY06 HSGP Project Selection Process

